

Leadership Role Acceptance Agreement

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Organization: [Organization Name]

Address: [Organization Address]

Dear [Recipient's Name],

I am writing to formally accept the role of [Job Title] at [Organization Name], as offered on [Date of Offer]. I appreciate the opportunity to contribute to the organization and lead [specific teams/projects].

As discussed, my starting date will be [Start Date], and my initial responsibilities will include [List of Responsibilities]. I am committed to fulfilling all expectations and working collaboratively with the team.

Please find attached my signed acceptance of the terms discussed, including the agreed compensation and benefits. I look forward to discussing further details during our upcoming meeting.

Thank you once again for this opportunity. I am excited to begin this new chapter with [Organization Name].

Sincerely,

[Your Name]

[Your Contact Information]